

CITY OF MILWAUKIE

CLASSIFICATION: Property Room Technician

Department: Police

FLSA Status: Nonexempt

Pay Grade: 70

Union Representation: MPEA

CLASSIFICATION SUMMARY:

Performs a variety of duties related to obtaining, securing, recording, and disposing of property and evidence, receiving forensic evidence, taking photographs of crime scenes and data entry. Provides customer service to both internal and external customers in person and on the telephone; gathers, prepares and inputs data; prepares correspondence; proofreads and edits information; retrieves files, and performs a variety of related clerical tasks in assigned area of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Receive, inventory, store and maintain custody over property and evidence; responsible for disposition of all property and evidence including money, narcotics, weapons and paraphernalia according to written policies, procedures, laws and court orders.
2. Marks and stores all evidence in an orderly manner for quick retrieval; documents all handling of evidence and property; maintains activity logs and generates reports as needed.
3. Researches and tracks case dispositions for disposal and release of evidence and property; upon notification of case closure from appropriate authority, destroys or disposes of evidence and property, or returns to owner.
4. Maintains property room logbook and inventory listing; verifies completeness of reports and case documentation; conducts regular inventory of evidence room and property.
5. Communicates with owners of property and answers citizen inquiries and complaints regarding property dispositions.
6. Maintain records on all transactions made on property and evidence such as release of evidence to an officer for court, transport evidence to and from crime labs and other law enforcement agencies.
7. Enter departmental records and property control information to computer and Law Enforcement Data System using word processing and computer input skills.
8. Coordinate with the public, district attorney, courts, and other law enforcement personnel to ensure proper disposition of all property and evidence according to the law; coordinate necessary personnel coverage to facilitate disposition of such property.
9. Present evidence to attorneys, crime victims, suspects, and investigators upon receipt of proper authorization from courts; testify in court as to the preservation of the chain of evidence.
10. Assist police officers on search warrants and crime scenes to package, tag, and record evidence.
11. Responsible for developing safe work habits and contributing to the safety of self, co-workers, and the public.

PROPERTY ROOM TECHNICIAN

MINIMUM QUALIFICATIONS:

Knowledge of:

- Receiving and storing evidence and property; knowledge of property laws, preservation and handling of evidence; knowledge of proper handling of weapons; knowledge of recordkeeping procedures and requirements.
- Police Department administrative procedures.
- The principles of record keeping and records management.

Skills and Abilities to:

- Pack and organize numerous items of evidence in an orderly fashion for storage and retrieval.
- Maintain accurate evidence records and generating special and periodic reports.
- Follow and effectively communicate verbal and written instructions.
- Office practices, procedures, and equipment.
- Standard business English composition, spelling, grammar and punctuation.
- Word processing, database, and spreadsheet software.
- Apply the applicable laws, ordinances, and department rules and regulations and principles and techniques.
- Enter data with a high degree of accuracy.
- Prepare complex reports, correspondence, and records.
- Work independently, prioritizing multiple tasks to meet deadlines while maintaining accuracy and attention to detail.
- Establish and maintain effective working relationships and work as a team member.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- High School diploma or GED.
- One year of experience in law enforcement property or records management.
- Two years of general office, communications, or records management experience.

Licensing/Special Requirements:

- Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.
- Must be able to pass the departments and Department of Public Safety and Standards (DPSST) security clearance standards including review of driving record to become LEDS certified.
- Must be LEDS and Portland Data System (PPDS) certified at time of hire or obtain certification within six (6) months of hire.

PROPERTY ROOM TECHNICIAN

- May require the person to obtain a Public Notary Commission within six (6) months of hire.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Computer and printer, fax machine and copy machine; computer software including MS based word-processing, spreadsheet, and database, LEDS NPDS and other law enforcement databases, and telephones.

Supervision:

- This position does not provide supervision to any other staff.
- Receives direction from the Captain and/or Detective Sergeant.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is regularly required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move up to 50 pounds. The employee may occasionally be required to assist another person when lifting items more than 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals bloodborne or airborne pathogens, extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually quiet to moderately noisy.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Adopted: June 2011

Revised: Revised November 2021